



Meeting Minutes

Project:	Middle Line Housing, Chilmark	Meeting Date:	2/9/2011
Time:	2:00PM	Meeting Location:	Town Hall
Meeting #:	14	Job #:	C10-2010
Report By:	Til La Pira / Senior Project Manager		

Attendance:

Joe Doherty	Seaver Construction, Inc.
Chuck Hodgkinson	Town of Chilmark
Frank Fenner	Town of Chilmark
Warren Doty	Town of Chilmark
Frank Lo Russo	Town of Chilmark
Michelle De Young	Handlin, Garrahan, Zachos & Associates
Paul Cooper	Architectural Consulting Group, LLC.
Peter Koczera	Architectural Consulting Group, LLC.

Item	Description	Action	Status
Meeting Agenda			
1)	Review two-week look ahead schedule. Tie-in master project schedule.		
	<i>Complete framing @ site #8; Provide temp heating @ site #2; Enclose window openings @ site #2 - Then #8 once complete; provide temp. heating @site #8 once available; Begin site #5 framing</i>		
2)	Review / discuss current progress		
3)	Review meeting minutes		
4)	Discuss new business		
5)	Review Project Logs: PCO Log, Submittal Log and RFI Log		
6)	Review Payment Requisitions (once per month)		
Old Business			
11.04	Mr. LoRusso raised the concern of the removed bulkhead at site #5 and the need for access to between the basements. HGZ to review the condition and	SC	Open

Mr. LoRusso's recommendation for the addition of a door between properties. HGZ to issue direction to SC. Mr.LoRusso also reminded that a credit is due to Town for the revision work conducted. SC will submit the credit as requested once the direction on the passage way is issued and priced.

1/5: HGZ is reviewing need and will issue direction in near future.

it was agreed by all that after receipt of direction, SC will provide pricing that will include the bulkhead removal credit.

1/26: SC directed to provide a PCO to reflect the cutting of the opening between the two basements. PCO will include the credit associated with the deletion of the bulkhead and associated work. The door originally intended to be installed at the bottom of the bulkhead will be relocated to the new opening.

2/9: SC will provide a PCO reflecting the credit for the bulkhead work and the extra for the cutting of the opening.

12.01	The next project meetings have been established for February 9 and February 23 at 2:00pm on site.	All	Closed
	New Business		
14.01	Frank Lo Russo raised the following concerns: 1) Exterior trimwork at eave / rake of site #2 has been rejected due to poor workmanship. Request made to remove and reinstall by a qualified carpentry firm. 2) Party wall GWB needs to be installed to roof line as per plans. 3) Height from substrate to window opening for the egress window was questioned if correct. After meeting, it was confirmed that the windows do meet code requirements. 4) Questioned why exterior door openings are larger than RO of doors. SC stated that exterior door are in process of being purchased. 5) questioned detail of eave trim and asked to install revised detail to extend 5" beyond. HGZ to develop revised detail	SC	Open
14.02	Peter from ACG recommended that the window installer be trained and certified by Pella Windows.	SC	Open
14.03	Peter from ACG directed SC to provide temporary heating at the completed sites so that the lumber could dry prior to installing the roofing materials and Tyvek wrapping.	SC	Open
14.04	Chuck updated status of propane tanks: Town is looking into supplying one larger tank to provide metered service to each of the apartments on each site. Chuck will continue to update the team as information is gathered.	Town	Open
14.05	Chuck delivered all approved and rejected PCO's to SC. SC will generate the AIA change order, which will be sent to the HGZ, ACG and the Town for signature. PCO's #1, 2, 3, 5, and 9 will be included in the AIA change order. PCO #4 related to the bulkhead will be generated by SC for review and approval. PCO's 6, 7 and 8 are rejected. SC will communicate rejections to the subcontractor.	All	Open
14.06	Peter from ACG will conduct a framing punch-list after receiving notification from SC that the buildings are ready. SC will conduct punch-list @ site 2 on Thursday, 2/10.	SC / ACG	Open

14.07	Reviewd SK-004 related to the repair at the overhanging decks and approved as designed.	All	Open
14.08	SC delivered original lien waivers form Decemebr req. subcontractors to Chuck.		
cc:	Meeting Attendees, File Ljason@chilmarkma.gov		